

South Carolina Department of Labor, Licensing and Regulation
Board of Landscape Architectural Examiners
Post Office Box 11419, Columbia, SC 29211-1419
Synergy Business Park, Kingstree Building, 110 Centerview Drive (29210)
Phone: (803) 896-4408

CERTIFICATE OF AUTHORIZATION (COA) 2015 - 2017 RENEWAL FORM

RENEWAL FEE: \$400 DUE BY JANUARY 31, 2015 --Payable to LLR- Landscape Architectural Board

LATE PENALTIES: If the renewal is postmarked between February 1, 2015 and March 31 2015, fee is \$420.

Please clearly print all information. Renewals will be returned if the required information is not provided. If there is a change in the Landscape Architect in Responsible Charge of landscape architectural work in South Carolina, his/her in South Carolina license must be current and in good standing. (See complete instructions on next page)

1. FIRM INFORMATION:

Certificate of Authorization No. _____

Business Name

Address (street, city, state and zip):

Phone: _____ **Fax:** _____

E-Mail: _____

2. LANDSCAPE ARCHITECT IN RESPONSIBLE CHARGE OF LANDSCAPE ARCHITECTURAL WORK IN SOUTH CAROLINA

(PLEASE LIST ONLY ONE LANDSCAPE ARCHITECT WHO IS CURRENTLY LICENSED IN SOUTH CAROLINA)

Name: _____ **SC License Number:** _____

3. RENEWAL QUESTIONS:

Since February 1, 2013,

- | | | | |
|----|---|------------------------------|-----------------------------|
| 1. | Has any state taken disciplinary action against your firm's license? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | Has your firm surrendered or allowed a professional or occupational registration/license to lapse in any jurisdiction due to any pending or threatened disciplinary action? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | Has your firm been found by a court or a registration board to have violated the landscape architectural laws or the professional/occupational laws of any jurisdiction? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | Has your firm entered into any negotiated settlement with regard to professional/occupational registration laws? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

(IF YOUR ANSWER TO ANY OF THE ABOVE RENEWAL QUESTIONS IS YES, PLEASE EXPLAIN ON A SUPPLEMENTAL SHEET.)

I, _____, (print name) certify that all information on this form and any attached sheets is true and correct to the best of my knowledge. Further, I understand that information contained on this renewal form and any attached sheets may be subject to public scrutiny or release under the South Carolina Freedom of Information Act or other provisions of federal and state law.

Signature

Title

Date

RENEWAL INSTRUCTIONS:

1. Please clearly print all information.
2. Clearly print the name and SC license number of the landscape architect in responsible charge of the firm's landscape architectural work in South Carolina. If the currently designated landscape architect's license has expired, please renew that license prior to renewing the firm's license OR designate another SC-licensed landscape architect. Corporate renewals cannot be processed until the license of the designated landscape architect is current.
3. Answer all renewal questions. All "yes" answers to Renewal Questions must be explained on supplemental sheets.
4. **Company name change** (not a company structure change), Please provide the firm's previous name and the current name. If you are adding an individual name(s), please include a supplemental sheet with their full name, state of licensure and type of license they currently hold.
5. **Structure changes** (e.g., change from partnership to a corporation): Please contact sherri.moorer@llr.sc.gov and provide the company name, license number and new structure. An application for the new firm will be e-mailed to you.
6. Print name, sign and date the form verifying that all current information has been provided. Unsigned and/or incomplete renewal forms will be returned.
7. Include your company license number on your check and make check payable to LLR-Landscape Architectural Board.
8. Return renewal form to LLR- Landscape Architectural Board, 110 Centerview Drive (29210), or PO Box 11419, Columbia, SC 29211-1419.
9. **If you do not wish to renew the firm's license**, please email the Board at sherri.moorer@llr.sc.gov, including a statement to that effect along with the company name and license number. If circumstances change and the firm later wishes to reactivate the license, you may do so until March 31, 2015, by paying late fees as follows:

Renewal forms postmarked February 1, 2015 – March 31, 2015, total fee is \$420.

After March 31, 2015, firms must reapply for a Certificate of Authorization and be approved by the Board.